

Sample Evaluation Checklist

Use the relevant product sections. Record requirements and observations separately.

Buyer / company | Product / SKU

Sample / batch ID | Reference specification revision

Reviewer / review date

Environment / conditioning reference, where relevant

Outcome: A = meets agreed requirement; R = revise / retest; H = hold; NT = not tested; NA = not applicable.

01 Thermal Paper Rolls

Printer / model and settings, or method reference | Quantity tested | Evidence reference

Check	Agreed spec / units + method	Observation + evidence	Outcome
Width; roll OD; core ID / OD			
Length; basis weight; caliper			
Print side and image legibility			
Feed, unwind, curl and cutting			
Back print and roll identification			
Count, packing and condition			

02 Label Paper

Printer / model and settings, or method reference | Quantity tested | Evidence reference

Check	Agreed spec / units + method	Observation + evidence	Outcome
Label size; gap or pitch			
Face material; adhesive; liner			
Format; core; wind; quantity			
Direct thermal / thermal transfer: print image and code result			
Application-surface observation			
Die-cut, release, feed and packing			

Record long methods, photos or open issues on an extra sheet identified by sample ID. This buyer worksheet sets no acceptance limits and is not a product test report or order approval.

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03 A4 Copy Paper

Printer / model and settings, or method reference | Quantity tested | Evidence reference

Check	Agreed spec / units + method	Observation + evidence	Outcome
Finished sheet size; basis weight			
Sheets / pack; packs / carton			
Intended use and print appearance			
Feed, curl and sheet handling			
Appearance against agreed reference			
Wrapping, moisture signs and damage			

04 Continuous Computer Paper

Printer / model and settings, or method reference | Quantity tested | Evidence reference

Check	Agreed spec / units + method	Observation + evidence	Outcome
Size; tractor holes; fold length			
Ply count, sequence and colours			
Material of each ply			
Print; transfer where applicable			
Perforation, tearing and fold feed			
Set count, packing and condition			

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05 Carbonless NCR Paper

Printer / model and settings, or method reference | Quantity tested | Evidence reference

Check	Agreed spec / units + method	Observation + evidence	Outcome
Format, size and set arrangement			
Ply order and material references			
Transfer image on each ply			
Print, registration and numbering			
Collation, glue and perforations			
Count, protection and condition			

06 Thermal Transfer Ribbons

Printer / model and settings, or method reference | Quantity tested | Evidence reference

Check	Agreed spec / units + method	Observation + evidence	Outcome
Width, length and formula reference			
Core fit, winding and ink side			
Printer and label pairing			
Print / rub / scan observations			
Feed, tracking and end behaviour			
Count, protection and identification			

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